



**RESOLUTION 2010- 08**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF COCONINO COUNTY,  
ARIZONA ESTABLISHING PROCEDURES FOR APPOINTMENT OF  
COUNCIL MEMBERS IN THE EVENT VOTERS APPROVE THE INCORPORATION  
OF TUSAYAN**

**WHEREAS**, A.R.S. §9-231(A) provides that the Board of Supervisors, upon declaring the incorporation of a town, shall appoint the first common council for the newly-incorporated town; and

**WHEREAS**, the Board of Supervisors will canvass the March 9, 2010, special election results on March 23, 2010; and

**WHEREAS**, the Board of Supervisors desires to establish procedures for the appointment of council members in the event voters approve the incorporation of Tusayan;

**NOW, THEREFORE, BE IT RESOLVED** that the following procedures are established for the purpose of appointing council members in the event voters approve the incorporation of Tusayan.

**(1) Call for Applications**

The Board of Supervisors announces that it will accept applications from qualified persons who desire appointment to the new council. The announcement is disseminated to the public by means of a press release, and includes a statement that any person desiring appointment must meet, at a minimum, the following qualifications, which are found in A.R.S. §9-232:

- Is at least 18 years old.
- Is a qualified elector.
- Resides within the limits of the newly-incorporated town.
- Has resided within the limits of the newly-incorporated town for at least one year.

The Board of Supervisors will indicate any other qualifications or requirements for appointment, including requiring that any person submitting an application cannot be a convicted felon.

The press release will state that applications may be obtained on the County website, from the Clerk of the Board, or other locations within the community; and that applications must be received by the Clerk, by 5 pm March 24, 2010.

Upon receipt of the applications, the Clerk of the Board will verify age, voter registration status, and residency. Any application that does not meet the requirements of age, voter registration, residency, or which is considered to be incomplete, will be rejected.

## **(2) Appoint an Advisory Committee**

The Board of Supervisors will appoint an advisory committee to review applications and conduct interviews. The committee will be given a specific amount of time to complete its work. The committee will consist of a minimum of seven members. A quorum will consist of a quorum of those agreeing to serve. Chairwoman Archuleta and Supervisor Taylor will review and approve designees. The committee may consist of the following or an approved designee from the listed organization:

- Carl Taylor, Supervisor of District 1
- Coconino County Manager
- Coconino County Human Resources Director
- The Ranger of the USFS Tusayan Ranger District
- A representative from the Havasupai Tribal Council
- The Superintendent of the Grand Canyon Unified School District
- The Superintendent of the Grand Canyon National Park
- A Representative from the Williams City Council and/or Williams-Grand Canyon Chamber of Commerce
- A Representative from Valle-Wood Volunteer Fire District
- A Representative from Grand Canyon concessionaire (Xanterra, Babbitts or Delaware North).

The purpose in not including on the committee a person or persons from the soon to be incorporated town is to maintain as much objectivity as possible in the selection process. The Supervisor will most likely have some familiarity with persons who apply. The reason for including city or town council members on the committee is their familiarity with municipal operations, which puts them in a good position in terms of knowing what questions to ask and what to look for in potential appointees. Members of the Board of Supervisors may provide a list of qualifications or characteristics that are desired in potential appointees to assist the Committee in making its recommendations.

As a Board-appointed advisory committee, the committee is subject to the open meeting law. The Clerk of the Board will act as support staff to the committee, ensuring that agendas are posted, minutes are kept, and those committee members are provided with copies of applications and any other information that may be pertinent to the selection process.

The advisory committee will forward to the Clerk of the Board its recommendation for council members. The Clerk will place on the April 6, 2010, agenda an item for the Board to declare the incorporation and appoint the council members. Pursuant to ARS§38-431.03(A) (1), the Board may consider the recommendations in executive session.

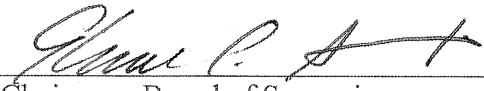
## **(3) Declaration of Incorporation and Appointment of Council Members**

At the Board meeting on April 6, 2010, the Board approves the Order of Incorporation for the new town and appoints the council members. Oath of Office forms are provided to the new council members, along with copies of the Open Meeting Law.

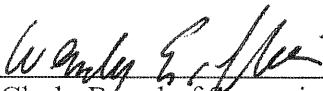
The Board of Supervisors further approved the attached press release, application form, and affidavit.

**APPROVED AND ADOPTED** this 10th day of March 2010, by the Coconino County Board of Supervisors.

AYES: 5  
NOES: 0  
ABSENT: 0

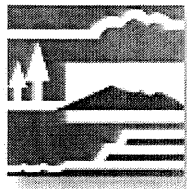
  
Chairman, Board of Supervisors

ATTEST:

  
Clerk, Board of Supervisors

APPROVED AS TO FORM:

  
Deputy County Attorney



## Coconino County News Release—For Immediate Release

From: Coconino County Board of Supervisors  
Contact: Brenda Grey, Asst. to the County Manager/PIO, (928) 679-7172; (877) 679-7120  
Date: March 11, 2010

### County Supervisors Pass Resolution To Establish Procedures To Appoint Interim Tusayan Council Members

*Flagstaff, Az.* – On Wednesday, March 10, the Coconino County Board of Supervisors passed Resolution #2010-08, which establishes procedures to appoint interim Council members for the newly incorporated Town of Tusayan.

The canvass of the March 9 election that passed the incorporation ballot issue will take place on Tuesday, March 23, at 10:00 a.m. at the Coconino County Administration building, 219 E. Cherry Avenue, in Flagstaff.

Due to the strict statutory and constitutional deadlines, the Board is requiring that all applicants for membership on the Town Council file their applications no later than **Wednesday, March 24 at 5:00 p.m.** Applications are available at the office of the Clerk of the Board of Supervisors, 219 E. Cherry Avenue, in Flagstaff; on the County website, [www.coconino.az.gov](http://www.coconino.az.gov), on the front page under News; or at the Grand Canyon Unified School District office, 1 Boulder Street.

Minimum qualifications for prospective Council members are as follows:

- Must be at least 18 years of age
- Must be a registered voter
- Must live within the town limits
- Must have resided within the town limits for at least one year

The Board of Supervisors also established an advisory committee to conduct interviews for the prospective Council members. It is anticipated that interviews will be conducted between March 25 and April 5; and that the Board will appoint Council members during a special Board meeting on Tuesday, April 6.

For more information, call the Clerk of the Board's office at (928) 679-7144; or toll-free (877) 679-7120.

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Please state in no more than 300 words why you believe you are qualified to serve as a council member.

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Please feel free to attach any additional information that you feel may be helpful to the advisory committee that will be reviewing applications, such as a resume and letters of recommendation.

**This application and all attached documents are subject to public records law.**

**Applications must be time/date stamp received by 5 pm March 24, 2010 in the Office of the  
Coconino County Clerk of the Board of Supervisors  
219 E. Cherry Avenue, Flagstaff, AZ 86001**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Official Use Only :**

Received in Clerk's Office: \_\_\_\_\_

Voter Registration Verification: \_\_\_\_\_

**AFFIDAVIT OF RESIDENCY  
IN THE TOWN OF TUSAYAN**

I, \_\_\_\_\_, do hereby affirm that I currently reside within the boundaries specified for incorporation of the Town of Tusayan, and that I have so resided within those boundaries for a period of \_\_\_\_\_ year(s).

\_\_\_\_\_  
Signature

State of Arizona            )  
                                      )  
County of Coconino        )

SWORN TO before me by \_\_\_\_\_ this \_\_\_\_\_  
day of \_\_\_\_\_, 2010.

\_\_\_\_\_  
Notary Public

My Commission Expires:

\_\_\_\_\_